

## **DEPUTY CONTROLLER**

### **DEFINITION:**

Under general direction, plans, organizes, staffs, directs, controls and coordinates all phases of the county-wide accounting systems for the County of San Diego and other governmental entities as mandated.

### **DISTINGUISHING CHARACTERISTICS:**

The Deputy Controller classification is an unclassified executive position found only in the Department of the Auditor and Controller. The Deputy Controller reports to the Assistant Chief Financial Officer/Auditor and Controller and is responsible for planning, organizing, staffing, directing, originating and executing the financial and accounting policies and procedures of the Chief Financial Officer/Auditor and Controller. The activities of Deputy Controller involve managing information technology, financial systems, generating financial and management reports, managing accounting, analysis reporting and cost studies that are critical to the County's general management system, and policy decision-making. This position is under the general direction of the Assistant Chief Financial Officer/Auditor and Controller and may act for the Assistant in his/her absence. The activity of the department includes managing divisions of General Accounting, Payroll and Travel Accounting, Accounts Payable, Revenue and Cost Accounting, Property Tax Services, and a branch operation. It also includes overseeing the maintenance of all major financial records of the county including: processing payroll; paying county and special districts' claims; providing general accounting services to county departments, schools and special districts; and preparing tax bills and allocating property tax revenues to all participating taxing agencies.

### **EXAMPLES OF DUTIES :**

Plans, organizes, directs, staffs, and coordinates the activities of assigned functions within the Auditor and Controller; assists in directing the development and implementation of county-wide policies for the control of financial systems; assists with development and implementation of organizational and departmental plans and programs; serves as ex officio auditor or trustee for other governmental entities (school districts, transportation funds, and joint powers agencies) and Treasury Oversight Committee meetings; formulates, implements and monitors debt financing of county projects to include identification and securing of appropriate funding measures; advises department finance directors on financial matters and conditions; assists in developing the department's annual budget; performs actual to budget analysis; conducts fiscal analyses and prepares cost projections; identifies operational problems and formulates appropriate solutions; prepares reports and correspondence; acts as liaison with other public and private agencies and provides information to county departments, the public, and agency representatives on departmental activities; interprets and implements legislation affecting the Chief Financial Officer / Auditor and Controller; develops and maintains operational schedules for the divisions; acts in the absence of the Chief Financial Officer / Auditor and Controller or Assistant Chief Financial Officer / Auditor and Controller; and supervises subordinate staff.

### **MINIMUM QUALIFICATIONS:**

#### **Thorough Knowledge of:**

- Principles and methods of management, supervision and training.
- Accounting and auditing procedures for governmental entities.

- Federal, state, and local laws, codes, regulations, and standards related to auditing and financial control of a public agency.
- Various professional accounting and auditing standards, including but not limited to generally accepted accounting and auditing standards, and standards set by Governmental Accounting Standards Board, American Institute of Certified Public Accountants, and the state and federal government.
- Application of Information Technology systems to accounting and fiscal management.
- Strategic planning for development and implementation of new financial systems.
- System and database analysis and design, programming concepts and techniques, security, storage and processing.
- Principles and theory of public administration including general administration, human resource management, and fiscal management.
- Policy and procedures development and implementation related to auditing and financial control systems used throughout a large public agency.
- Municipal financing techniques for short-term and long-term financing instruments.
- General Management System in principle and in practice.

**Skills and Ability to:**

- Assist in planning, organizing, directing, and evaluating the overall activities of staff involved in prescribing, providing and controlling the county's accounting and financial systems.
- Ensure that accounting and fiscal control activities conform to federal, state, and local laws and regulations.
- Manage the financial activities and verify the legality of expenditures within county departments.
- Prepare and present financial reports and advise executive management on financial matters and conditions.
- Identify, define and resolve accounting and fiscal control operational problems.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give presentations on the department's activities, functions, and issues.
- Establish and maintain effective working relationships with management, staff, the public, and representatives from governmental, industry, media, and other agencies.

**EDUCATION/EXPERIENCE**

Education, training, and/or experience which demonstrates possession of the knowledge and skills stated above. An example of qualifying education and experience is: a bachelor's degree from an accredited college or university with a major in accounting, business administration, finance, public administration, or a closely related field; AND, seven (7) years of senior level professional experience in accounting, auditing, or business administration. At least five (5) years of such experience must have been progressively responsible management experience and must have included the administration of a large diverse accounting, auditing, or administrative division, and the responsibility for planning, organizing, and directing a complex fiscal program and complex automated accounting system.

**Note:** A CPA Certificate will be considered as meeting the education requirements. Additional years of professional experience as described above may substitute for the education requirement on a year-for-year basis; OR, a master's degree, in an area listed above, from an accredited college or university may substitute for up to one year of the experience requirement.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle subject to mileage reimbursement.